

“What Computer Skills are Needed” for new MIS System?

Since the County of San Diego has purchased a new MIS system (Anasazi) to replace the existing MIS system (InSyst), one of the most frequently asked questions about the new MIS system is “What level of computer skills will I need to operate the new system?” This question does not have a definitive answer. However, if you can send and receive emails and can perform basic computer functions that you may already be using in programs like Microsoft Word (such as opening and closing a file, saving a file, using form fill, using a pull down menu, using a mouse, turning the computer on and off, etc.) you should be prepared to use the new MIS system.

The PC Literacy Assessment sketched below (also a complete document attached to this newsletter) can be used as a guide to assist you in assessing your staff’s level of computer skills and to determine if additional computer skills training may be necessary. It is strongly recommended that you individually assess each of your staff on these skills.

DO NOT SEND SKILL TEST RESULTS TO COUNTY MHS. This is for PROVIDER/PROGRAM INFORMATION ONLY!

PC Literacy Assessment Tool

Worker Name:	Date:
Review Completed by:	
Task	Proficient (Y/N)
1 Turn on computer	
2 Log onto computer	
3 Open new Word document	
4 Type sample text "I love Anasazi"	
5 Copy and paste the text onto a new line.	
6 Minimize the Word application	
7 Restore the Word application from the taskbar	
8 Using the tool bar in Word, access the "File" menu and open a previous document.	
9 Open "PC Literacy memo.doc" (For County Employees: from shared folder S:\Projects\Anasazi Literacy)	

[Continued on PC Literacy Assessment Tool – Attachment – Templates]

After administering the assessment to your staff, it is recommended you score the assessment using the guidelines provided at the bottom of the assessment.

If your staff obtained a score of 20 or better, no further training is recommended and they likely have the necessary skills to operate the Anasazi system. If your staff obtained a score between 17 and 19, your staff may need some assistance operating some of the Anasazi electronic functions.

It is **your decision if additional outside training is necessary** or if with additional on site assistance from you or your staff these individuals will be able to eventually operate the Anasazi system sufficiently. If your staff obtained a score of 16 or lower, it is recommended you send them for additional computer skills training. .

For questions please see Brian Newcomer, Contractor Representative, at Brian.Newcomer@sdcounty.ca.gov.

